

CONSERVATION COORDINATOR

DEFINITION

To coordinate, develop, implement and manage the City's Integrated Solid Waste and Recycling Programs including but not limited to the programs outlined in the Source Reduction and Recycling Element, Household Hazardous Waste Element, Non-Disposal Facility Element, Siting Element, Summary Plan and the Chula Vista Municipal Code; administer the City solid waste, recycling and household hazardous waste service contracts; act as liaison with other individuals and agencies on solid waste issues; obtain the communities support for and participation in conservation programs through public education and outreach programs; and to perform other tasks relative to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Director of Conservation and Environmental Services.

May exercise direct supervision over assigned professional, technical, and clerical staff as well as interns and consultants.

ESSENTIAL FUNCTIONS – Functions may include, but are not limited to, the following:

Develop and implement a comprehensive public education and outreach program that promotes support and participation in Conservation programs by residential, commercial and industrial generators.

Work with the Director of Conservation and Environmental Services, City Council, Resource Conservation Commission and other committee's to research and recommend appropriate strategies and policies to carry out the City's environmental solid waste management goals.

Work with Custodial Services and other City services to implement conservation programs for City facilities.

Research, develop and recommend program options to carryout Conservation goals and policies.

Plan, develop, organize, administer, and coordinate City sponsored recycling services.

Design and administer City residential, commercial and industrial, source reduction, reuse, recycling and composting programs.

Design and administer environmental training programs for City residential, commercial, industrial and institutional generators.

Assist the Department with the development of programs and plans to meet needs of related natural resource issues such as litter abatement, special event trash, recycling and litter abatement support household hazardous waste, watershed protection and water conservation.

Develop, submit and administer used oil, household hazardous waste, Department of Conservation/Beverage Container/Litter Abatement grants and other grants that will assist the City in meeting its environmental goals.

Plan, prioritize, assign, supervise, and review the work of assigned staff.

Train and oversee the work of assigned staff, interns, consultants and/or volunteers.

Participate in budget preparation and administration; prepare cost estimates for budget recommendations; monitor and control expenditures.

Collect and analyze data; prepare reports and correspondence related to assignment.

Build and maintain positive working relationships with co-workers, other employees, and the public using principles of good customer service.

Perform other related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of conservation program development and implementation.

Pertinent federal, state, and local laws, rules, and regulations affecting integrated solid waste management planning, including but not limited to the California Integrated Waste Management Act of 1989.

Principles of supervision and training.

Research methods, techniques, and report presentation.

Budget and contract management.

Computer equipment and software applications related to assignment.

Ability to:

Gather data using analytical skills and problem solving which result in logical conclusions and workable solutions.

Plan, organize, direct, administer, and supervise the activities of others.

Prepare comprehensive reports, educational programs, grant proposals, plans and recommendations.

Communicate clearly and concisely, both orally and in writing. Speak effectively before public gatherings.

Operate a personal computer and applicable software related to area of assignment.

Establish and maintain effective working relationships with other City staff, officials, business and community organizations and the public.

Work with various cultural and ethnic groups in a tactful and effective manner.

Experience and Training

Any combination of experience and training that would likely provide the required knowledge and abilities will be considered as meeting the minimum is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Two years of professional experience in the development, implementation, and/or administration of recycling programs, and one year of supervisory experience.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in environmental sciences or management, urban planning, business or public administration.

License or Certificate:

Possession of a valid California driver's license.

PHYSICAL DEMANDS

On a continuous basis, sit at desk or walk for long periods of time, intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulations; use telephone, and write or use a keyboard to communicate through written means; and lift or carry weight of 20 pounds or less. See in the normal vision range with or without correction to read typical business documents, computer screens, hear in the normal range with or without correction.

WORKING ENVIRONMENT

Primary work is performed indoors in a carpeted and air-conditioned office environment with fluorescent lighting and moderate noise level. Some movement is required from office to office and there is exposure to the external environment when going to outlying offices or meetings with other agencies. Work is frequently disrupted by the need to respond to in-person and telephone inquiries.

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